

Proposal Review Committee
July 8, 2009, 10:00 a.m.
Statewide Benefits Office
Duncan Building, Ste. 320, Dover, Delaware

The Proposal Review Committee met on July 8, 2009 at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Statewide Benefits
Faith Rentz, OMB, Sr. Health Policy Advisor, Statewide Benefits
Finale Uptegrow, OMB, Statewide Benefits
Larry Frank, OMB, Statewide Benefits
Wendy Bailey, DHSS
Julian Woodall, Department of Insurance
Andrew Kerber, Department of Justice
Lori Christiansen, Controller General
Vernard Wilkerson, Department of Finance
Barbara Bennett, State Treasurer's Office
Gabe Rozengarten, Aon Consulting (via telephone)

Introductions/Sign In

Ms. Lakeman called the meeting to order at 10:05 a.m.

Approval of Minutes

Ms. Lakeman requested a motion to approve the August 4, 2008 PRC minutes. A motion was made by Ms. Christiansen and seconded by Mr. Wilkerson. The minutes were approved with unanimous voice vote.

Discussion of FSA/Pre Tax Commuter RFP

Ms. Lakeman requested a motion to move into executive session for discussion of the award of services specific to the FSA/Pre Tax Commuter RFP. Ms. Bennett made the motion and it was seconded by Ms. Christiansen. Upon conclusion of Executive Session the PRC moved back into the public meeting at 10:31 a.m. Ms. Lakeman requested a motion to recommend to the SEBC, award of the contract for FSA & Pre Tax Commuter Administration to ASI effective 1/1/2010 based on the final scoring by the PRC. A motion was made by Ms. Christiansen and seconded by Ms. Bennett. The recommendation was approved with unanimous voice vote.

With no further business a request to adjourn the meeting was made by Ms. Lakeman. A motion to adjourn was made by Mr. Wilkerson and seconded by Ms. Bennett. Upon unanimous voice approval, the meeting was adjourned at 10:37 a.m. Please note there were no public attendees.

Respectfully submitted,

Finale Uptegrow
Management Analyst III